

# **WORK EXPERIENCE EDUCATION FRAMEWORK AND CONTENT STANDARDS FOR CALIFORNIA PUBLIC SCHOOLS**

## **FRAMEWORK**

### **Goal 1: EMPLOYMENT CYCLE**

**Students will demonstrate job seeking skills, skills for keeping and advancing on a job, and demonstrate skills for making a positive impression when leaving a job.**

### **Goal 2: ECONOMIC AWARENESS**

**Students will understand wage systems, payroll deductions, taxation, insurance benefits, basic business operations and personal money management.**

### **Goal 3: CAREER DEVELOPMENT**

**Students will demonstrate an awareness of career opportunities and will utilize the career decision making process to identify career choices and develop a plan for achieving career goals.**

## **CONTENT STANDARDS**

### **Goal 1: EMPLOYMENT CYCLE**

#### **1.0 Job Seeking Skills**

Students understand the steps of the hiring process and demonstrate ways to successfully obtain employment.

- 1.1 Students understand basic labor laws and know how to contact government agencies when necessary.
- 1.2 Students will demonstrate knowledge of resources available including internet based web sites to locate employment opportunities.
- 1.3 Students will understand how to properly compose and format a business letter and are able to compose one, such as a résumé cover letter and/or an interview thank you letter.
- 1.4 Students will demonstrate how to appropriately complete job applications.

- 1.5 Students understand and know how to create a properly formatted résumé and reference sheet.
- 1.6 Students will create a “Portfolio” that demonstrates skills and experiences for use when seeking employment.
- 1.7 Students know how to identify and demonstrate effective job interview skills and techniques.
- 1.8 Students will identify and practice appropriate responses to potential interview questions.
- 1.9 Students will identify discriminatory practices related to the employment process including recognition of inappropriate interview questions and will practice actions/responses to such situations.
- 1.10 Students know the appropriate documents that can be presented to the employer for the Federal “I-9” Form immediately after being hired.

## **2.0 Understanding the Workplace and Keeping a Job**

Students understand employer expectations, responding to supervisor’s evaluations and taking steps to improve job performance. Students recognize and respond appropriately to various workplace situations to create effective and safe work environments.

- 2.1 Students understand basic labor laws including safety regulations, sexual harassment, employment contracts, union agreements, etc.
- 2.2 Students understand employer expectations of employees and will review their own performance evaluations to identify areas of improvement and plan steps to improve.
- 2.3 Students know the common reasons why employees are fired and are able to identify steps to be taken to avoid being fired.
- 2.4 Students recognize and discuss laws, issues, and ethical practices relating to workplace privacy involving: communications, internet usage, workplace searches, video camera surveillance, personnel files, etc.
- 2.5 Students can identify the most common work place accidents and steps to take to avoid these potentially hazardous situations.
- 2.6 Students understand and know how to respond to crime at work with emphasis on personal safety.

- 2.7 Students know how to recognize sexual harassment when it occurs and know the appropriate actions that needs to be taken to have a non-offensive work environment.
- 2.8 Students learn how to develop a plan for obtaining pay raises and/or promotions.
- 2.9 Students will identify situations at work that require ethical actions and decision making. Examples are: reasons for missing work, reporting actions of others to supervisors, issues of honesty, etc.

### **3.0 Leaving a Job**

Students understand their legal rights when leaving a job and demonstrate skills for making a positive impression upon terminating their employment.

- 3.1 Students understand basic labor laws pertaining to leaving a job including the legal concept of “Wrongful Termination”.
- 3.2 Students know how to create a properly formatted letter of resignation from their job.

## **Goal 2: ECONOMIC AWARENESS**

### **4.0 Wages, Taxation, Benefits, Money Management**

Students understand their paycheck including common deductions/taxation; financial aspects of business operations; and exhibit knowledge of personal financial management.

- 4.1 Students use and demonstrate the purpose and effect of a W-4 Form for income tax withholding.
- 4.2 Given a W-2 Form and a Federal Income Tax 1040EZ Form, students know how to read their W-2 and use the information to complete the 1040EZ to file a basic tax return.
- 4.3 Students recognize and can discuss the most common deductions on a paycheck stub.
- 4.4 Students will identify, describe and differentiate forms of compensation and benefits including required insurance such as: State Disability, Worker’s Compensation, Unemployment, Social Security and Medicare as well as understand other forms of insurance the employee may obtain.

- 4.5 Students demonstrate a basic understanding of personal money practices (budgets, banking) including the establishment and use of credit.
- 4.6 Students understand and can identify operational business issues which may include revenues, expenses, employee scheduling, product pricing, etc.

### **Goal 3: CAREER DEVELOPMENT**

#### **5.0 Career Selection, Investigation, and Planning**

Students will evaluate their interests and skills to identify careers to investigate, culminating in development of a personal career plan.

- 5.1 Utilizing interest, aptitude, skills, and values assessments students will identify careers for investigation that fit their personal profile.
- 5.2 Students will use a variety of resources such as ones found in print, the internet, and software based programs to investigate employment trends and hiring projections for careers of interest.
- 5.3 Students will demonstrate knowledge of resources available to access wage/salary information relating to personal careers of interest.
- 5.4 Students investigate training/education requirements for careers of interest as well as fees and entrance requirements of educational organizations.
- 5.5 Students develop a written career plan identifying related employment opportunities, hiring/wage projections, and training/education requirements.